



Congressional Internship with Pete Sessions '78

Washington, D.C. Internship Application Office of Congressman Pete Sessions (TX-5)

APPLICATION INSTRUCTIONS

Your application for an internship with Congressman Sessions must contain the following in order to be considered:

- Complete application form (attached)
- Signed authorization to release a copy of your transcript to the selection committee for the Congressman Sessions internship.
- The signed authorization to release your disciplinary record to the selection committee for the Congressman Sessions internship.
- Two Letters of Recommendation (One must be from an SU Faculty member)
Please give the recommendation forms to your selected faculty person, and the other to a SU faculty or staff member. Ask them to complete the forms and return them to Internship Development in the McCook-Crain Building.
- Personal Statement – see back for specifications (not more than 500 words)

Completed application materials should be received in the Internship Development office located in the McCook-Crain Building no later than two months prior to the beginning of the internship term you seek.

**APPLICATION DEADLINES:
Summer Term: No later than April 1st
Fall: No later than July 1st
Spring: No later than November 1st**

PERSONAL STATEMENT & ESSAY

In order for us to know more about who you are, and to evaluate your analytical and writing abilities, please write the following essay:

On a separate sheet of paper, please describe what you wish to learn from your experience as a congressional intern and how you will apply this knowledge in the future.

FACULTY/STAFF RECOMMENDATION (List below the two persons who will write recommendations on your behalf)

Name

Name

AUTHORIZATION TO RELEASE DISCIPLINARY RECORDS

I hereby authorize the Dean of Students Office to release the contents of my disciplinary record to the Pete Sessions Congressional Internship selection committee. This information will be used only in the context of candidate selection, and will remain entirely confidential outside the selection process. I understand that this signed waiver is required in order for my application to be considered.

Signature (DO NOT PRINT) Date

AUTHORIZATION FOR RELEASE OF TRANSCRIPT

Please sign below to authorize Internship Development to request a copy of your transcript from the Registrar. You DO NOT need to request a transcript yourself.

Signature (DO NOT PRINT) Date

SUBMISSION OF APPLICATION

Please submit all application materials no later than two months prior to the internship term you seek to Career Services in the McCook-Crain Building. Please note that letters of recommendation must also be received by the deadline. (For example, if you are interested in a summer internship, materials should be submitted no later than April 1st.)

**Washington, D.C. Internship Application
Office of Congressman Pete Sessions (TX-5)**

Faculty Recommendation Form

Applicant: Complete top section

NAME _____
Last Name
First Name
M.I.

Waiver (optional) I hereby waive my right of access to the material recorded below:

Signature of Applicant
Date

Respondent: Indicate your judgement of this applicant's qualifications below:

Below Average	Average	Above Average	Excellent Top 10%	Outstanding Top 5%		No basis for judgement
					Motivation	
					Self-confidence	
					Judgement	
					Maturity	
					Responsibility	
					Ability to work with others	

How long and in what capacity have you known the applicant?

Please share any additional comments on the applicant's ability to participate and benefit from the internship experience in Washington, D.C. Please keep in mind this program requires that the student be mature, responsible, possess a high degree of integrity and moral character. *(You may attach a separate sheet.)*

In summary, I would give a: Very strong Strong Avg Below Avg recommendation.

Respondent's Signature _____ **Date** _____

Name *(printed or typed)* _____

Please return completed form to Maria Kruger, Internship Development as soon as possible.

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Last Name
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How long and in what capacity have you known the applicant?

Please share any additional comments on the applicant's ability to participate and benefit from the internship experience in Washington, D.C. Please keep in mind this program requires that the student be mature, responsible, possess a high degree of integrity and moral character. *(You may attach a separate sheet.)*

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